広報番号: NE-HPT-112-07(A) 横須賀基地空席広報 Announcement No. 18 Jan 07 募集締切日: 1st cut off: 7 Dec 06 VACANCY ANNOUNCEMENT **Closing Date** 2nd cut off: 28 Dec 06 *Recruitment may be closed before the final closing date. 発行日: 17 Nov 06 **Amendment** (Changed number of recruitment from 3 to 2.) Date of Issue 募集人数 **4.募集範囲** Area of Consideration 1.職種名 Job title (等級 Grade 3 /語学等級 LAD N/A) 図 現 MLC/IHA 従業員 (部隊内) No. of Recruitment Sales Clerk, #372 Current MLC/IHA Employee within Activity 2名 図 現 MLC/IHA 従業員(通勤圏内) (販売事務職) Current MLC/IHA Employee in commuting distance □ 事務系 (Administrative) □ 技能系 (Blue Collar Trade) □ 現 MLC/IHA 従業員(全在日米軍) 2.部隊 Activity Current MLC/IHA Employee Japan Wide Navy Exchange, Yokosuka 図外部 Off Base Applicant Retail Division, Main Exchange, **5.雇用の種類** Type of Employment Electronics Department, Audio Section IHA \bowtie HPT □ 常用 Permanent 時給 940 円 勤務場所 Working Place 横須賀市泊町 Tomari-cho, Yokosuka □ 限定 Limited Term (カ月 Months) 3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days 5 days/week 勤務時間 Work Hours 8 hours/day between 0800-2015 45 minutes/day 休憩 Recess Period □ 夜勤 Night Shift ☑ 残業 Overtime □ 出張 Business Travel 6.職務内容 Duties: Performs work involved in sale of specialty merchandise requiring a technical knowledge of the product such as photographic equipment, audio equipment, electric appliance, etc. Performs other related or incidental duties as assigned. 7.資格要件/身体条件 Qualification / Physical Requirements a. One year of general work experience OR completion of 2-years junior college/2-years of technical school or 4-years degree in any field. b. Knowledge of customer service concepts and practices. c. Knowledge of Home Electronics, TVs, DVD, Home Theater, Computers, Digital Cameras and Video Cameras. d. Ability to operate a cash register, count cash and accurately make change. e. Ability to make mathematical computations and operate a 10 key calculator. f. Ability to prepare and maintain detailed records such as sales records, etc. g. Ability to speak, read and write English at average proficiency level. *A handicapped applicant may be accepted, depending on the degree and kind of disability. 英語力 English Language Proficiency: □必要なし None □初級 Basic 図中級 Intermediate □上級 Advanced □特段の能力 Exceptional 学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: N/A

8.提出するもの Application and Associated Documents	職務状況 Working Condition
* ② 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * □ 専門職務経歴書 Resume of Specialized Work Experience (HROY From) http://hro.cnfj.navy.mil *の記入は *Complete in □日本語で Japanese ② 英語で English □ どちらでも Either □ 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) ② 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒(12cm x 23.5cm) □ 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy	Works on holidays and irregular schedule. 休日出勤および 不規則勤務あり

9. 応募書類提出先 Office to Submit

内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違いの無い様、郵送/提出して下さい。 募集締切日必着。(HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0 6 0 0 時より、深夜 0 1 0 0 時まで提出可能です。) Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

(注意) 上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部(非従業員)からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off base applicants will be rated ineligible.

1. 内部(現 MLC/IHA 従業員)提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町 1 番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka

内線/Extension 243-8152 JN Employment Division (N132)

2. 外部(非従業員)提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka (独) 駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA

管理第一係 Management Section

電話番号 Phone 046-828-6959

受付時間:月曜-金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: Ms. Baba軍電(DSN) 243-5149PD No.: NEX-AUDS-003-PTPD is accurate and current. Certified by Activity: tbHRO: ah 11/15

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed. 提出された応募書類はお返ししません。Submitted applications will not be returned.

交通費支給。勤務時間が週30時間以上の場合、社会保険の保障があります。 勤務場所・勤務時間・休日などは、業務の都合で変更になる可能性があります。